

St Joseph Engineering College
Mangaluru – 575 028
College Internal Complaint Committee (CICC)

Ref. No: SJEC/College Internal Comp Comm/2017/29

13/11/2017

Interdepartmental Communication

To: The Members of the CICC


A meeting of the College Internal Complaint Committee is convened on 14 November 2017 at 2:00 pm in Fr Fred Memorial Hall. I request all the members to attend the meeting.

Agenda:

1. Continuation of the Enquiry
2. Any other matter

Thanking you,

Yours sincerely,


Babitha Rohit
Chairperson
College Internal Complaint Committee (CICC)
Prevention, Prohibition and Redressal of Sexual Harassment

C.C: Director/ Principal/ Asst Director/Vice Principal/HRM/Dean-SW/Jagruti File/ Dr Lavina Noronha/Dr Rio D'Souza/Mr. Rakesh Lobo/ Ms. Gayana M.N/File

St Joseph Engineering College
Mangaluru – 575 028
College Internal Complaint Committee (CICC)

Ref. No: SJEC/College Internal Comp Comm/2017-18/58

19 June 2018

From

Dr Babitha Rohit
Chairperson
College Internal Complaint Committee (CICC)
Prevention, Prohibition and Redressal of Sexual Harassment
St Joseph Engineering College

To

The Director
St Joseph Engineering College
Vamanjoor

Respected Rev. Father

Sub: Summary of the Proceedings of CICC

The CICC has completed the enquiry into the allegations of sexual harassment against Mr Joel Concessao. In this regard, please find attached the Summary of the Proceedings of CICC. I thank the Management for placing trust and confidence in the Committee in undertaking its responsibilities. I also owe my gratitude to all the members of the CICC for their unflinching support and cooperation during the course of the enquiry.

Thanking you

Yours sincerely


19/6/18
(Babitha Rohit)

Encl: Summary of the Proceedings of CICC

19 June 2018

Summary of the Proceedings of CICC in the case of Mr Joel Concessao

As per the directions of the Principal, the College Internal Complaint Committee (CICC) comprising of five members took up the enquiry into the allegations of sexual harassment against Mr Joel Concessao. The committee held fourteen meetings to conduct enquiries, review statements and testimonies and draft the report.

The committee interrogated sixteen complainants, the respondent, six student witnesses and seven faculty witnesses during the course of the enquiry. Two of the complaints agreed for reconciliation. Ten numbers of Form - B of VTU term end exam December 2016/January 2017 and June/July 2017 and one Lab exam Answer Booklet were collected as evidences by the committee. Of the seventeen allegations against the respondent, eleven allegations were held as proven and six allegations were held as not proven, by the committee.

The committee conducted the investigation over a period of seven months and submitted its report and recommendations to the Management on 31 May 2018.

[Handwritten Signature]
19/6/18

Dr Babitha Rohit
Chairperson

**INTIMATION TO PARENTS OF SECOND YEAR BE/MBA/MCA/M.TECH
STUDENTS**

Date: 01 Oct 2018

Dear Parent/Guardian,

The UGC, AICTE and Government of India have framed regulations on curbing the menace of ragging. Visvesvaraya Technological University is very pro-active in implementing these regulations to prohibit ragging of students in college, and it is highlighted that, students who are in the second year mostly indulge in such activity. Since your son/daughter/ward has now entered the second year, we request you to strictly instruct him/her not to indulge in any such activity which may be, even remotely, considered as ragging. Kindly impress upon him/her that the punishment will be very severe and consequences will be disastrous for his/her career if he/she be found guilty of involving in such activities.

We gain re-emphasise that there is an absolute ban on ragging in our College. The Supreme Court and Government of Karnataka have strictly prohibited any act of ragging.

Students are severely warned that

- Ragging of any kind is strictly prohibited by law inside the campus and outside.
- There is no such thing as friendly ragging or mild ragging. All forms of ragging are dehumanizing and go against the core of the value system which our students must develop.
- The college will not take a lenient view of any offence of ragging.
- Offenders will be dismissed from the hostel and reported to the police.
- Offenders face expulsion from the college for a term (6 months) with payment of tuition fees for term and fine of Rs 25,000/-
- Photographs of the offenders will not only be displayed in college notice board, but also published in newspapers.
- Offenders cannot appear for university examinations.
- Names of offenders will be sent to VTU, which will record this fact in their marks cards.

We earnestly request your support in this endeavour and ask you to speak to your son/daughter/ward about not involving in such activities.



**Dr Rio D'Souza
Principal**

ANTI RAGGING UNDERTAKING BY THE STUDENT

1. I, PRIYANKA R s/o | d/o MR. RANGASWAMY.N, having been admitted to ST. JOSEPH ENGINEERING COLLEGE, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the Regulations) carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that maybe constituted as ragging under clause 3 of the Regulations. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penallaw or any law for the time being in force. I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be canceled.

Declared on 5/11/18

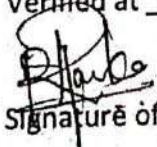
Signature of deponent

Name : PRIYANKA R

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at St. Joseph on 5/11/18


Signature of deponent

St Joseph Engineering College
Mangaluru – 575 028
Anti-Ragging Committee

Ref: SJEC/ARC/2018-19/005

St Joseph engineering college Mangaluru has a zero-tolerance policy regarding RAGGING. SJEC has formed anti-ragging committee, Anti-ragging review committee, Anti-ragging Flying squad to strictly deal with ragging incidents. Each student is requested to have an introspection about the evils of ragging that puts the reputation of the institution at stake, shatters the psyche of the victim and spoils the future of the culprit. College has taken various precautions as per AICTE norms to prevent ragging and ensure 100% no-ragging.

Objectives of Anti Ragging Committee



Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation. Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the menace of Ragging in the college by adopting array of activities.

Responsibilities of Anti-Ragging Squad

Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee. The functions of Anti-Ragging Flying Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc. The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to. They shall work in Consonance and Guidance of Anti Ragging Committee.

Action Plan

1. Formed an Anti- Ragging Review Committee consisting of senior faculty members, senior Technical staff, and senior administrative officer and HOD's of the Departments along with local police inspector.
2. Committee has taken steps and allotted duties to all the flying squad staff members at almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty members will be present at any particular time at all the locations to avoid ragging activities.
3. During Induction programme awareness about Anti-Ragging were organized by the Anti-Ragging Committee.
4. Wide canvassing about anti-ragging, is being done in the forms of Posters in the Notice Boards in college premises and surrounding areas where there is a chance of ragging.
5. Undertaking from the students regarding Anti Ragging.


Mr Ashwin Shetty & Mr John Paul Vas

Coorinators-Anti Ragging Committee

ST JOSEPH ENGINEERING COLLEGE, MANGALURU – 575 028
OFFICE OF THE PRINCIPAL

Ref.No.SJEC/AR/2018-19/003
08 Aug 2018

MEETING NOTICE

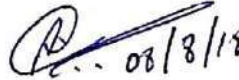
A meeting of the Anti-Ragging Review Committee will be held on **Saturday, 11th August 2018** at **4:00p.m. in the Board Room**. All members are requested to attend the meeting without fail.

AGENDA:

1. Campus preparedness.
2. Duties and responsibilities of the Flying Squad.
3. Any other matter.

ANTI-RAGGING REVIEW COMMITTEE 2018-19

Sl. No.	Name of the Member	Designation
1	Dr Rio D'Souza	Principal and Chairperson
2	Dr Joseph Gonsalvis	Chief R&D
3	Mr John Paul Vas	Assistant Professor – ME & Coordinator
4	Mr Ashwin Shetty	Assistant Professor – ME & Coordinator
5	Dr Sudheer M	Professor & HOD - ME
6	Dr Prakash Pinto	Professor & Dean – MBA
7	Ms Sumangala N	Assistant Professor & In Charge HOD - MCA
8	Dr Vincent Crasta	Professor & HOD - Physics
9	Dr K Jyothi	Professor & HOD - Chemistry
10	Dr Ramananda H S	Professor & HOD - Mathematics
11	Dr Nalini Rebello	Associate Professor & HOD - Civil
12	Dr Sridevi Saralaya	Associate Professor & HOD - CSE
13	Ms Dayakshini	Associate Professor & HOD – ECE
14	Mr Ajithanjaya Kumar	Assistant Professor & In Charge HOD– EEE
15	Dr Raju K	Professor – ME
16	Dr Shreeranga Bhat	Associate Professor – ME
17	Dr Binu K G	Associate Professor – ME
18	Dr Jagadeesha B	Associate Professor –Mathematics
19	Dr Anjali Ganesh	Professor – MBA
20	Dr B Radheshyam	Professor – Civil
21	Mr Shreenath Acharya	Assistant Professor – CSE
22	Ms Vijayalakshmi H	Assistant Professor – ECE
23	Ms Bharathi Rao	Assistant Professor – EEE
24	Mr Orville Sutari	Assistant Professor – ME
25	Mr Harsha A J	Assistant Professor – Mathematics
26	Mr Rajendran K V	Security Officer & Transport Supervisor
27	Mr Francis D'Costa	Warden – Boys Hostel
28	Sr. Margaret Misquita	Warden – Girls Hostel
29	Mr Sidda Gouda Bjantri	Police Inspector – Mangaluru Rural Police Station


08/8/18
Dr Rio D'Souza
Principal






Copy to: Director/Assistant Director/ HRM/Dean - SW, MBA/HODs – CSE, ECE, EEE, ME, Civil, MCA, Mathematics, Physics, Chemistry/ Police Inspector-Mr Sidda Gouda Bjantri/Anti-Ragging Review Committee members/ Hostel Wardens (Boys and Girls)/Security Officer/File.

Student Grievance Redressal Committee Meeting



Venue: Room no.3203, 2nd floor, AB III

Date: 25 August, 2015

Members present:

1. Mr. Rolan Rodrigues, Asst. Professor, E&E 
2. Ms. Surabhi B.S, Asst. Professor, CIVIL 
3. Ms. Venita N Monteiro, Asst. Professor, Physics 
4. Ms. Kavitha Mahesh, Asst. Professor, MCA 
5. Ms. Vijayalaxmi H M, Asst. Professor, ECE 

Members not present

1. Mr. Shreenath Acharya, Asst. Professor, CSE - 
2. Mr. Pruthvi Loy Serrao, Asst. Professor, Mech 

Minutes of the meeting:

A meeting of the Student Grievance Redressal Committee was conducted at 4.00 pm on Tuesday 25 August 2015 in the class room no.3203 of the academic block III.


The committee coordinator Ms. K.Manjula welcomed the gathering and briefed about the grievance redressal committees' roles and responsibilities to the members.

It was decided to send a circular regarding the Student Grievance Redressal Committee to all the departments, to be displayed in the notice boards to create awareness about the committee among the students.

The coordinator informed to the members that a register book is maintained with the coordinator so that students can register their grievances in the book.

The members agreed to take the responsibility of their respective departments regarding the student grievances and forward to the management after being discussed in the committee based on the merit of the issue.

The meeting concluded with the coordinator thanking the members for attending the meeting.


27/8/15

Ms. K. Manjula, Asst Professor, MBA,
Coordinator- Grievance Redressal






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Student Grievance Redressal Committee Meeting



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2. Ms. Surabhi B.S, Asst. Professor, CIVIL 
3. Ms. Venita N Monteiro, Asst. Professor, Physics 
4. Ms. Kavitha Mahesh, Asst. Professor, MCA 
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Members not present

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The members agreed to take the responsibility of their respective departments regarding the student grievances and forward to the management after being discussed in the committee based on the merit of the issue.

It was decided that the next meeting of Student Grievance Redressal Committee would be held if a grievance complaint has been received.

The meeting concluded with the coordinator thanking the members for attending the meeting.


27/8/15

Ms. K. Manjula, Asst Professor, MBA,
Coordinator- Grievance Redressal

Copy to:  Director/  Asst. Director/  Principal/  Vice-Principal/ Members/ File

St Joseph Engineering College
Grievance Redressal Committee 2016-17

31-08-2016

Minutes of Meeting

Minutes of Grievance Redressal Committee held at 4.00 pm on 29 August 2016 in Room No. 3203, 2nd Floor, MBA Dept., Academic Block III.

Members Present:

- | | |
|-------------------------|-------------------------------------|
| 1. Ms. Babitha Rohit | - Co-ordinator, Asst Professor, MBA |
| 2. Ms. Bharathi Rao | - Asst Professor, EEE |
| 3. Ms. Ivy Savia Dantis | - Asst Professor, Civil |
| 4. Ms. Smitha V George | - Asst Professor, CSE |

Members Not Present:

1. Mr. Prashanth Kumar, Asst Professor, ME
2. Ms. Jyotsna D'Souza, Lecturer, Maths
3. Ms. Jayalakshmi K P, Asst Professor, ECE
4. Mr. Gururaja S., Asst Professor, MCA

The Co-ordinator welcomed the members to the meeting. The following points were discussed.

- The Co-ordinator briefed the members about the nature of grievances that are considered for redressal. The committee will address grievance of staff and students relating to academic matters and extra-curricular activities. The committee will not look into matters relating to service matters and amenities/utilities /facilities provided or desired to be provided.
- The grievances will be entertained from individuals who have exhausted all possible avenues for solution to their problem through normal channels. The grievance redressal mechanism is the last measure which is not to be invoked except in very difficult situation.
- The co-ordinator explained the roles and responsibilities of the members. It was decided to send a circular regarding the Grievance Redressal committee and its members to all the departments to be displayed on the notice boards, to create awareness among the students.
- The members were informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book.

It was decided that the next meeting of the committee would be held if a grievance complaint has been received.

The meeting concluded with the co-ordinator thanking the members for attending the meeting.

Babitha
31/1/16

Ms. Babitha Rohit
Co-ordinator - Grievance Redressal Committee

Copy to: *Sun* Director/*B* Asst Director/*D* Principal/*D* Vice-Principal/Members/File

1. Ms. Bharathi Rao, Asst Professor, EEE *Narain*
2. Mr. Prashanth Kumar, Asst Professor, ME *P*
3. Ms. Ivy Savia Dantis, Asst Professor, Civil *P*
4. Ms. Smitha V George, Asst Professor, CSE *-D*
5. Ms. Jyotsna D'Souza, Lecturer, Maths *-Ren*
6. Ms. Jayalakshmi K P, Asst Professor, ECE *P*
7. Mr. Gururaja S., Asst Professor, MCA *Wish*

St Joseph Engineering College
Grievance Redressal Committee 2017-18

28-08-2017

Minutes of Meeting

Minutes of Grievance Redressal Committee meeting held on 24th August 2017 at 4.00 pm in Room No. 3202, 2nd Floor, MBA Dept., Academic Block III.

Members Present:

- | | |
|------------------------|-------------------------------------|
| 1. Ms. Shakila B | - Co-ordinator, Asst Professor, MBA |
| 2. Ms. Divya Pai K | - Asst Professor, EEE |
| 3. Mr. Sampath Kumar B | - Asst Professor, ME |
| 4. Ms. Pramila Madhava | - Asst Professor, CSE |
| 5. Ms. Sadhika Shetty | - Asst Professor, ECE |
| 6. Ms. Aleyamma George | - Asst Professor, Maths |

Members Not Present:


1. Mr. Manjunath B, Asst Professor, Civil
2. Mr. Athokpam B Singh,, Asst Professor, MCA

The Co-ordinator welcomed the members to the meeting. The following points were discussed.

- The Co-ordinator briefed the members about the nature of grievances that are considered for redressal. The committee will address grievance of staff and students relating to academic matters and extra- curricular activities. The committee will not look into matters relating to service matters and amenities/utilities /facilities provided or desired to be provided.
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- The co-ordinator explained the roles and responsibilities of the members. It was decided to send a circular regarding the Grievance Redressal committee and its members to all the departments to be displayed on the notice boards, to create awareness among the students.
- The members were informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book.



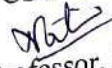




It was decided that the next meeting of the committee would be held if a grievance complaint has been received.

The meeting concluded with the co-ordinator thanking the members for attending the meeting.


Ms. Shakila B
Co-ordinator - Grievance Redressal Committee

Copy to:  Director/ Asst Director/ Principal/ Vice-Principal/Members/File

Members

1. Mr. Sampath Kumar B., Asst Professor, ME 
2. Ms. Pramila Madhava, Asst Professor, CSE 
3. Ms. Divya Pai K, Asst Professor, EEE 
4. Mr. Athokpam Bikramjit Singh, Asst Professor, MCA 
5. Ms. Sadhika Shetty, Asst Professor, ECE 
6. Mr. Manjunath B, Asst Professor, Civil 
7. Ms. Aleyamma George, Asst Professor, Maths 

St Joseph Engineering College
Grievance Redressal Committee 2016-17

31-08-2016

Minutes of Meeting

Minutes of Grievance Redressal Committee held at 4.00 pm on 29 August 2016 in Room No. 3203, 2nd Floor, MBA Dept., Academic Block III.

Members Present:

- | | |
|-------------------------|-------------------------------------|
| 1. Ms. Babitha Rohit | - Co-ordinator, Asst Professor, MBA |
| 2. Ms. Bharathi Rao | - Asst Professor, EEE |
| 3. Ms. Ivy Savia Dantis | - Asst Professor, Civil |
| 4. Ms. Smitha V George | - Asst Professor, CSE |

Members Not Present:

1. Mr. Prashanth Kumar, Asst Professor, ME
2. Ms. Jyotsna D'Souza, Lecturer, Maths
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- The members were informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book.

It was decided that the next meeting of the committee would be held if a grievance complaint has been received.

The meeting concluded with the co-ordinator thanking the members for attending the meeting.

Babitha
21/2/16

Ms. Babitha Rohit
Co-ordinator - Grievance Redressal Committee

Copy to: *Sun* Director/*B* Asst Director/*P* Principal/*B* Vice-Principal/Members/File

1. Ms. Bharathi Rao, Asst Professor, EEE *Bharathi*
2. Mr. Prashanth Kumar, Asst Professor, ME *P*
3. Ms. Ivy Savia Dantis, Asst Professor, Civil *I*
4. Ms. Smitha V George, Asst Professor, CSE *S*
5. Ms. Jyotsna D'Souza, Lecturer, Maths *Jyotsna*
6. Ms. Jayalakshmi K P, Asst Professor, ECE *Jyotsna*
7. Mr. Gururaja S., Asst Professor, MCA *Gururaja*



**St. Joseph Engineering College
Vamanjoor, Mangalore- 575028**

Grievance Redressal Committee 2018-19

Minutes of the meeting : Grievance Redressal Committee
Date : August 21, 2018 (Tuesday)
Venue : Board Room
Time : 4:00 p.m. to 4:20 p.m.

Members present

Sl No	Name	Designation	Department
1	Rev.Fr Rohit D Costa	Asst Director	-
2	Dr Rio DSouza	Principal	-
3	Dr Joseph Gonsalvis	Chief of R&D	-
4	Ms Avila Priya Pinto	Asst Professor	ECE
5	Mr Sampath Kumar	Asst Professor	ME
6	Mr Rakesh Lobo	HR Officer	HR

Dr Rio Dsouza ,Principal of the college welcomed everyone to the meeting. Chief Coordinator put forth the agenda.

Agenda of the meeting

1. Type of Grievances to be addressed
2. Online system for Grievance Redressal
3. Committee email id

DDM-2018-19-1-1: Type of Grievances to be addressed at the college level

The principal said that the nature of grievances must be restricted to only academic matters and extra-curricular activities. The committee will not look into the matters relating to service amenities/utilities/facilities provided or desired to be provided. The grievances will be entertained from individuals who have exhausted all possible avenues for solution to their problem through normal channels. The grievance redressal mechanism is the last measure which is not to be invoked except in very difficult situation.

Person responsible: Information only

DDM-2018-19-1-2: Dissemination of the information regarding Existence of Grievance Redressal Committee in the college

Ms Avila said that a circular will be sent to all the departments regarding the existence of Grievance Redressal Committee in the college, which is also to be displayed on the notice boards, to create awareness among the students and the staff. She informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book & till date no grievances are registered.

Person responsible: Ms Avila Pinto

Due Date: 25-08-18

DDM-2018-19-1-2: Online system for Grievance Redressal

Ms Avila Pinto mentioned about the AICTE Circular dated 20th February 2017, of establishing a mechanism in every affiliated technical institutions of online registration as well as disposal of grievances of students/faculty. Principal cleared on the point that there were some agencies too came forward to install the Grievance Redressal mechanism last year. He suggested to use the SJEC College website for this purpose in which a suggestions & complaints can be registered and the registered issues can be directed to the email of the Grievance committee. After going through the complaints carefully action can be initiated. Principal asked to work towards this direction.

Person responsible: Ms Pramila DSouza & Ms Ivy Dantis


Due Date: 5-09-18

DDM-2018-19-1-3: Rev. Fr Rohit D'Costa asked to get the email credentials for the committee and use the same henceforth.

Person responsible: Ms Avila Pinto

Due Date: 27-08-18

Principal thanked everyone for attending the meeting.


Ms Avila P Pinto
Chairperson-Grievance Redressal Committee



**St. Joseph Engineering College
Vamanjoor, Mangalore- 575028**

Grievance Redressal Committee 2018-19

Date :20-08-2018

Minutes of the meeting

Minutes of the Grievance Redressal Committee held on 20 August, 2018 at 1:40 pm in Digital Electronics Lab , 2nd floor ,Academic Block 1

Members Present:

- | | |
|----------------------------|-------------------------------------|
| 1. Ms Avila Priya Pinto | - Co-ordinator, Asst Professor, ECE |
| 2. Ms Prajwal Dsouza | - Associate Professor, ECE |
| 3. Ms Pramila Dsouza | - Asst Professor, Chemistry |
| 4. Ms Acharya Chitralkha J | - Asst Professor, MBA |
| 5. Ms Divya Pai | - Asst Professor, E&E |
| 6. Ms Ivy Savia Dantis | - Asst Professor, Civil |

Members Not Present:

- | | |
|--------------------------|-----------------------|
| 1. Ms Sunitha Guruprasad | - Asst Professor, CSE |
| 2. Mr Sampath Kumar | - Asst Professor, ME |
| 3. Mr Gururaja S | - Asst Professor, MCA |

The Coordinator welcomed the members to the meeting. The following points were discussed.

- The Coordinator briefed the members about the nature of grievances that are considered for redressal. The committee will address the grievance of staff and students relating to academic matters and extra-curricular activities. The committee will not look into the matters relating to service amenities/utilities/facilities provided or desired to be provided.
- The grievances will be entertained from individuals who have exhausted all possible avenues for solution to their problem through normal channels. The grievance redressal mechanism is the last measure which is not to be invoked except in very difficult situation.

- The co-ordinator explained the roles and responsibilities of the members. It was decided to send a circular regarding the Grievance Redressal Committee and its members to all the departments to be displayed on the notice boards, to create awareness among the students.
- The members were informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book.
- The Co-ordinator informed the members about AICTE requirement with reference to the circular dated 20th February 2017, of establishing a mechanism in every affiliated technical institutions of online registration as well as disposal of grievances of students/faculty. Its decided that the action will be taken after the discussion of the issue in DDM.
- It was decided that the next meeting of the committee would be held if a grievance complaint has been received.

The meeting concluded with the co-ordinator thanking the members for attending the meeting.

APD
24/8/18

Ms Avila P Pinto

Co-ordinator-Grievance Redressal Committee

Copy to : Members/ File

Members

- | | | |
|-----------------------------|-----------------------------|---------------------------------|
| 1. Ms Prajwal Dsouza | - Associate Professor, ECE | <i>PD</i> |
| 2. Ms Pramila Dsouza | - Asst Professor, Chemistry | <i>APD</i> |
| 3. Ms Acharya Chitrakleha J | - Asst Professor, MBA | <i>Chitra</i> |
| 4. Ms Divya Pai | - Asst Professor, E&E | <i>Divya K Pai</i> |
| 5. Ms Ivy Savia Dantis | - Asst Professor, Civil | <i>IP</i> |
| 6. Ms Sunitha Guruprasad | - Asst Professor, CSE | <i>S. G</i> |
| 7. Mr Sampath Kumar | - Asst Professor, ME | <i>S. G</i> |
| 8. Mr Gururaja S | - Asst Professor, MCA | <i>S. G</i>
<i>28/8/2018</i> |



**St. Joseph Engineering College
Vamanjoor, Mangalore- 575028**

Grievance Redressal Committee 2018-19

Minutes of the meeting : Grievance Redressal Committee
Date : August 21, 2018 (Tuesday)
Venue : Board Room
Time : 4:00 p.m. to 4:20 p.m.

Members present

Sl No	Name	Designation	Department
1	Rev.Fr Rohit D Costa	Asst Director	-
2	Dr Rio DSouza	Principal	-
3	Dr Joseph Gonsalvis	Chief of R&D	-
4	Ms Avila Priya Pinto	Asst Professor	ECE
5	Mr Sampath Kumar	Asst Professor	ME
6	Mr Rakesh Lobo	HR Officer	HR

Dr Rio Dsouza ,Principal of the college welcomed everyone to the meeting. Chief Coordinator put forth the agenda.

Agenda of the meeting

1. Type of Grievances to be addressed
2. Online system for Grievance Redressal
3. Committee email id

DDM-2018-19-1-1: Type of Grievances to be addressed at the college level

The principal said that the nature of grievances must be restricted to only academic matters and extra-curricular activities. The committee will not look into the matters relating to service amenities/utilities/facilities provided or desired to be provided. The grievances will be entertained from individuals who have exhausted all possible avenues for solution to their problem through normal channels. The grievance redressal mechanism is the last measure which is not to be invoked except in very difficult situation.

Person responsible: Information only

DDM-2018-19-1-2: Dissemination of the information regarding Existence of Grievance Redressal Committee in the college

Ms Avila said that a circular will be sent to all the departments regarding the existence of Grievance Redressal Committee in the college, which is also to be displayed on the notice boards, to create awareness among the students and the staff. She informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book & till date no grievances are registered.

Person responsible: Ms Avila Pinto

Due Date: 25-08-18

DDM-2018-19-1-2: Online system for Grievance Redressal

Ms Avila Pinto mentioned about the AICTE Circular dated 20th February 2017, of establishing a mechanism in every affiliated technical institutions of online registration as well as disposal of grievances of students/faculty. Principal cleared on the point that there were some agencies too came forward to install the Grievance Redressal mechanism last year. He suggested to use the SJEC College website for this purpose in which a suggestions & complaints can be registered and the registered issues can be directed to the email of the Grievance committee. After going through the complaints carefully action can be initiated. Principal asked to work towards this direction.

Person responsible: Ms Pramila DSouza & Ms Ivy Dantis

Due Date: 5-09-18

DDM-2018-19-1-3: Rev. Fr Rohit D'Costa asked to get the email credentials for the committee and use the same henceforth.

Person responsible: Ms Avila Pinto

Due Date: 27-08-18

Principal thanked everyone for attending the meeting.



Ms Avila P Pinto
Chairperson-Grievance Redressal Committee



**St. Joseph Engineering College
Vamanjoor, Mangalore- 575028**

Grievance Redressal Committee 2018-19

Date :20-08-2018

Minutes of the meeting

Minutes of the Grievance Redressal Committee held on 20 August, 2018 at 1:40 pm in Digital Electronics Lab , 2nd floor ,Academic Block 1

Members Present:

- | | |
|----------------------------|-------------------------------------|
| 1. Ms Avila Priya Pinto | - Co-ordinator, Asst Professor, ECE |
| 2. Ms Prajwal Dsouza | - Associate Professor, ECE |
| 3. Ms Pramila Dsouza | - Asst Professor, Chemistry |
| 4. Ms Acharya Chitralkha J | - Asst Professor, MBA |
| 5. Ms Divya Pai | - Asst Professor, E&E |
| 6. Ms Ivy Savia Dantis | - Asst Professor, Civil |

Members Not Present:

- | | |
|--------------------------|-----------------------|
| 1. Ms Sunitha Guruprasad | - Asst Professor, CSE |
| 2. Mr Sampath Kumar | - Asst Professor, ME |
| 3. Mr Gururaja S | - Asst Professor, MCA |

The Coordinator welcomed the members to the meeting. The following points were discussed.

- The Coordinator briefed the members about the nature of grievances that are considered for redressal. The committee will address the grievance of staff and students relating to academic matters and extra-curricular activities. The committee will not look into the matters relating to service amenities/utilities/facilities provided or desired to be provided.
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- The members were informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book.
- The Co-ordinator informed the members about AICTE requirement with reference to the circular dated 20th February 2017, of establishing a mechanism in every affiliated technical institutions of online registration as well as disposal of grievances of students/faculty. Its decided that the action will be taken after the discussion of the issue in DDM.
- It was decided that the next meeting of the committee would be held if a grievance complaint has been received.

The meeting concluded with the co-ordinator thanking the members for attending the meeting.

APD
24/8/16

Ms Avila P Pinto
Co-ordinator-Grievance Redressal Committee

Copy to : Members/ File

Members

- | | | |
|-----------------------------|-----------------------------|---------------------------------|
| 1. Ms Prajwal Dsouza | - Associate Professor, ECE | <i>PD</i> |
| 2. Ms Pramila Dsouza | - Asst Professor, Chemistry | <i>MBan</i> |
| 3. Ms Acharya Chitrakleha J | - Asst Professor, MBA | <i>Chitra</i> |
| 4. Ms Divya Pai | - Asst Professor, E&E | <i>Divya K Pai</i> |
| 5. Ms Ivy Savia Dantis | - Asst Professor, Civil | <i>IP</i> |
| 6. Ms Sunitha Guruprasad | - Asst Professor, CSE | <i>S. K</i> |
| 7. Mr Sampath Kumar | - Asst Professor, ME | <i>S. K</i> |
| 8. Mr Gururaja S | - Asst Professor, MCA | <i>S. G</i>
<i>28/8/2016</i> |

St Joseph Engineering College
Mangaluru – 575 028
College Internal Complaint Committee (CICC)

Proceedings of the College Internal Complaint Committee Meeting held on 13 October 2017

Venue: Board Room

Time: 11:00 am

Members Present

Dr Lavina Noronha

Dr Rio D'Souza

Ms. Babitha Rohit

Mr Rakesh Lobo

Ms. Gayana M.N.

Proceedings:

The Chairperson Ms. Babitha Rohit welcomed the members present for the meeting. The discussion on the agenda followed.

1. Discussion on VTU Regulations on Anti Sexual Harassment dated 21 July 2017.

The Chairperson initiated the discussion on VTU regulations by appraising the members on the definition, jurisdiction, formation of the committee and its role. The Vice Principal, Dr Rio D'Souza enlightened the members of the history and the latest developments of the case. The members also discussed at length the complaint mechanism and procedure to address the complaints. The Vice Principal brought to the attention of the members the mechanism for conciliation. Dr Lavina Noronha enquired whether the management has met the girls and if at all they were in distress regarding this matter. The Vice Principal affirmed that the management had met the students and pointed to a couple of complaint letters that mentioned the reaction to the act. He also cited that as per the regulations, copies of the complaint letters have to be forwarded to the respondent.

2. Any Other Matter

The Vice Principal directed Ms. Babitha Rohit to send a notice to the respondent, along with one set of complaint letters and copy of VTU regulations to file a response to the committee within 10 days. It was also decided to send a notice to the complainants to be present for the hearing on 27 October 2017. Ms. Babitha Rohit indicated that a common complaint was filed by a group of students. The Vice Principal suggested to send a notice to these group of students to file separate complaint letters. Further the members felt that the enquiry will not be complete by 21 October 2017 as instructed by the Principal. The Vice Principal suggested to Ms. Babitha Rohit to request an

extension for the enquiry to the Principal. The members decided to hold the hearing for the enquiry on 27 October 2017 at 11:00 am in Fr. Fred Memorial Hall.

The meeting concluded with a word of thanks.


16/10/17

Babitha Rohit
Chairperson

Copy to: Director/ Principal/ Asst Director/Vice Principal/HRM/Dean-SW/Jagruti File/ Dr Lavina Noronha/Dr Rio D'Souza/Mr. Rakesh Lobo/ Ms. Gayana M.N./File

St Joseph Engineering College
Mangaluru – 575 028
College Internal Complaint Committee (CICC)

Proceedings of the College Internal Complaint Committee Meeting held on 27 October 2017

Venue: Fr Fred Memorial Hall

Time: 11:00 am

Members Present

Dr Lavina Noronha

Dr Rio D'Souza

Ms. Babitha Rohit

Ms. Gayana M.N.

Proceedings:

1. Hearing of the Complaints

The faculty (respondent) Mr. Joel Concessao was present for the hearing.

The following students (complainants) were present for the hearing:

Sl. No.	Name of the Student	Class
1	Asha S.	III year CSE
2	Rochelle Noronha	III year CSE
3	Chaithra Shinde	III year CSE
4	Ankitha H. Kamath	III year CSE
5	Meghna Prakash	E&C
6	Fathima Zila	Civil
7	Mithil M. Shetty	IV year Civil
8	Sheetal S. Kuchoor	ME
9	Marissa Serrao	ME
10	Crystal Fay D'Souza	II year CSE
11	Jaahnavi Hehar	II year CSE

The committee summoned the students individually for the hearing:

Complainant No. 1 – Asha S. , 4SO16CS403, III year CSE.

The above student explained that during the CO exam of Dec/Jan 2016, 3rd semester University exam, Mr Joel Concessao was the invigilator. While signing the answer book, his elbow touched

the chest. The student demonstrated the act to the committee members. She felt uncomfortable and couldn't write the exam for some time. She also found him staring/scanning at the girls during the exam. After the exam was over, she discussed with other girls and found that they also had made the same observations. However she was scared to report this incident

Complainant No. 2 – Rochelle Noronha, 4SO15CS093, III year CSE.

The above student reported that during June/July 2017 University exam, Mr Joel Concessao was the invigilator. During the exam, he started a conversation with her in Konkani and enquired for the ID. He further enquired whether she had answered all the questions. However he did not sign the hall ticket. The student was disturbed by this and informed her parent.

Complainant No.3 – Chaithra Shinde, 4SO16CS405, III year CSE

Chaithra Shinde described the incident that occurred during the CO exam of Dec/Jan 2016, 3rd semester University exam. Mr Joel Concessao was the invigilator. He came to her, removed the ID from the tag, while it was still hanging round her neck and brushed against her arm. She felt uncomfortable and covered herself with her shawl. She was scared to report the incident.

Complainant No. 4 – Ankitha H. Kamath, 4SO15CS012, III year CSE

Ankitha H. Kamath gave an account of the occurrence during the Microprocessor and Microcontroller examination in June /July 2017 University exam. Mr. Joel Concessao was the invigilator. While signing the hall ticket he touched her chest and apologized for the same. He repeated it again and apologized. She completed writing her exam at the earliest and left the exam hall. She shared the incident with other girls and realized that they also experienced the same thing. However she expressed that she had no courage to complain about this.

Complainant No.5 – Meghna Prakash, 4SO14EC050, IV year ECE

The above complainant shared her experience about the respondent since her association with him from the 1st year. Mr Joel Concessao was teaching CAED. When the complainant asked some doubts about subject, he would come very close and touch her chest with his elbow. He had tried to come close to her again and again. He further invited her to come and meet him in his cabin. However she did not oblige to his requests. She did not report these incidents since he had left the college soon after for higher studies.

Complainant No.6 – Fathima Zila, 4SO14CV018, IV year CE

Fathima Zila narrated the event that occurred before the committee. When she was travelling in the college bus during the 1st year of BE, Mr Joel Concessao would sit next to her. He touched his elbow against her chest few times, making it look accidental. He was also very friendly with the students. In the 5th semester Dec 16/Jan 17, Management exam, he was the invigilator. While signing the hall ticket he touched her chest with his elbow. On enquiring about the delayed

reporting of the incident, she admitted she was ignorant of 'Jagruthi Committee' instituted at the college level for grievances relating to sexual harassment.

Complainant No.7 – Mithil M. Shetty, 4SO14CV032, IV year CE

Mithil M. Shetty reported that while she was answering her 5th semester Dec 16/Jan 17, SA exam, Mr Joel Concessao was the reliever. She was seated on the last bench in the exam hall. He came from behind and enquired about the question paper and stated that there are mistakes in it. She felt uncomfortable, nervous and couldn't write the exam for some time. She shared the incident with her friends but was afraid to report the incident.

Complainant No. 8– Sheethal S. Kuchoor, 4SO14ME747, IV year ME

Sheethal S. Kuchoor informed the committee about the behavior of Mr. Joel Concessao. In the III year CAMA lab internals during April/May, she was sitting on the first computer besides the aisle. While Mr. Joel Concessao came to correct the paper, he came very close to her, touched her chest and apologized. During the exam, he would bend over the desk and enquire about the question paper. She thought of reporting such behavior. However she consoled herself that there is just one year and to better keep distance from him.

Complainant No. 9 - Marissa Serrao, 4SO14ME061, IV year ME

The above complainant reported that during the 5th semester internal exams, the respondent would stand near her and read the answers. In the industrial tour during the 6th semester, he followed them everywhere during the company visits. He told 2 girls to hold the banner, although they had not volunteered to do so. She mentioned an incident relating to blood donation camp where Mr Joel Concessao made a mockery of a particular mechanical engineering faculty.

Complainant No.10 - Crystal Fay D'Souza, 4SO16CS031, II year CSE

Crystal Fay D'Souza gave an account of the incident that occurred during 1st semester Dec 16/Jan 17, Civil exam to the committee. After one hour of the exam, Mr Joel Concessao pulled the answer book to check if the OMR relating to questions were bubbled. The complainant stared at him and he apologized. She further added that during the CAED lab, he would come close to the face which was uncomfortable. She also cited her ignorance about 'Jagruthi committee'. She opined that she does not hold any personal grudge against him, but would like him to be warned that such behavior is not acceptable.

Complainant No. 11 – Jaahnvi Hehar, 4SO16CS041, II year CSE

The student mentioned above related her experiences with Mr Joel Concessao during 1st semester Dec 16/Jan 17, Civil exam. He came to sign the answer book, he touched her and apologized. He also enquired if the questions OMR are bubbled. She was of the opinion that she complained about this matter not to jeopardize his career, but to ensure that such incidents don't happen again.

Mr. Joel Concessao, the respondent was summoned before the committee for the enquiry.

The Chairperson Ms. Babitha Rohit referred to his response to the committee and enquired about point No. 3. He justified that as he is very disciplined and during invigilation he monitors the students very closely. At one time, in a particular exam he reported the matter of writing between fingers to the DCS. The Vice Principal, Dr Rio D'Souza replied that it cannot substantiate and moreover there is no formal reporting of such matters by Mr. Joel Concessao to the higher authorities.

The Chairperson Ms. Babitha Rohit enquired about the content of the social media post. Mr. Joel Concessao enlightened the committee about the content. The Vice Principal, Dr Rio D'Souza added that screenshots of the chats on the social media is available with the management. He further explained that the chats were between members who experienced the misbehaviour of Mr Joel Concessao, but the some other member posted it on social media and it became public.

The Vice Principal, Dr Rio D'Souza referred to point No. 4 of the response by Mr Joel Concessao. The Vice Principal, Dr Rio D'Souza emphasized that gender of the student should be considered while verifying the IDs and should have kept distance with female students. A male faculty should check only male student. He further added that this matter was announced in the staff meetings. Mr. Joel Concessao replied that he was very courteous with the female students.

The Vice Principal, Dr Rio D' Souza solicited information about the industrial tour from Mr Joel Concessao. He reported that Marissa, Sheethal and Chrysel were the 3 female students in the tour. He had advised them to occupy the front seats but they choose to sit behind. At about 4 O'clock in the morning on the way to Mysuru, one girl was found sleeping alongside a boy. He expressed this matter to his accompanying colleague. He added that he was very cautious during the tour especially while returning from Mysuru, they had to halt at a bar and restaurant for dinner. He monitored and ensured that the students did not order alcohol.

Dr Rio D'Souza asked Mr Joel Concessao if there was a problem in giving less marks to students. He remarked that during the internal exam of May 2017, Sheethal brought to his notice that she had been given less marks. He had replied that she was awarded the marks that she deserved.

Replying to the query by Dr Rio D'Souza about his observation on lateral entry students (point No. 6.n), Mr Joel Concessao replied that the students signature was collected from lateral entry class of the Mechanical Engineering department.

Referring to point No. 10 of the response, Dr Rio D'Souza explained that if one insists on giving space, then such incidents don't occur. The Chairperson, Ms. Babitha Rohit pointed out that the Dept of Mechanical Engineering has more boys than girls; the probability of such incidents

occurring is very small. Dr Rio D'Souza added that the management has not received complaints of such nature regarding other male faculty. Mr. Joel Concessao denied the allegations put forth by the complainants. Dr Lavina Noronha expressed that the committee has interacted with the complainants individually. She noted that there is a pattern and intentionality on the part of the respondent.

Mr Joel Concessao replied that he was carrying out his duties and likes this profession. He is also the AICUF Coordinator and does not face any problem in discharging his duties. The Chairperson Ms. Babitha Rohit put forth that the students have given in writing about such incidents. Dr Rio D'Souza explained that the girls have a sense of space and if it is violated, they realize it.

2. Any Other Matter

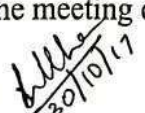
The Vice Principal Dr Rio D'Souza explained the process of conciliation to the two parties separately. At the time of conciliation the two parties were made aware that the complaints were heard individually and the respondent was also given opportunity to be heard.

In the process of conciliation, Crystal Fay D'souza and Jaahnvi Hehar agreed for the conciliation. The other complainants Asha S, Rochelle Noronha, Chaithra Shinde, Ankitha H. Kamath, Meghna Prakash, Fathima Zila, Mithil M. Shetty, Sheetal S. Kuchoor and Marissa Serrao did not agree for the conciliation.

Dr. Rio D'Souza explained that the enquiry will be further taken up by the committee and next hearing will be informed to them.

Dr Rio D'Souza informed the other members about the feedback from students, of Mr Joel Concessao, from the HOD of Mechanical Engineering department. The feedback mentioned that he stares at girls. Dr Lavina Noronha suggested that for those complainants who agreed for the conciliation, it should be taken in writing. The committee decided to hold the next meeting on 30 October, 2017 at 2:30 pm in Fr Fred Memorial Hall.

The meeting concluded with the word of thanks


Babitha Rohit
Chairperson

Copy to: Director/ Principal/ Asst Director/Vice Principal/HRM/Dean-SW/Jagruti File/ Dr Lavina Noronha/Dr Rio D'Souza/Mr. Rakesh Lobo/ Ms. Gayana M.N./File

ST JOSEPH ENGINEERING COLLEGE
ANTI RAGGING COMMITTEE 2018-2019

Minutes of the Anti-Ragging Review Committee meeting held on 24/09/2018 at Board Room at 3:00pm

Members Present:

1	Rev. Fr Wilfred P D'Souza – Director	2	Rev. Fr Rohith D'Costa – Asst. Director
3	Dr Rio D'Souza – Principal	4	Dr Joseph Gonsalvis- Chief R&D
5	Mr John Paul Vas- Asst Prof- ME & Coordinator	6	Mr Ashwin Shetty Asst Prof- ME & Coordinator
7	Dr Prakash Pinto – Professor & Dean- MBA	8	Ms Sumangala N - Assistant Professor - MCA
9	Dr Sudheer M- Prof.& HOD - ME	10	Ms Dayakshini- Assoc. Prof.& HOD – E&C
11	Ms Sridevi Saralaya – Asst Professor- CSE	12	Ms Vijayalaxmi H M – Asst Professor- ECE
13	Dr Jagadeesha B – Asst Professor- Mathematics	14	Mr Orville Sutari – Asst Prof- ME
15	Dr Shreeranga Bhat- Associate Professor – ME	16	Mr Francis D'Costa- Warden Boys Hostel
17	Mr Harsha A J – Asst Prof- Maths	18	Sr Margaret Misquita – Warden – Girls Hostel
19	Dr Raju K- Prof. - ME	20	Mr Shreenath Acharya- Assistant Professor – CSE
21	Mr Ajithanjaya Kumar- Assistant Professor & In Charge HOD– EEE	22	Dr Anjali Ganesh- Professor – MBA
23	Mr Rajendran K V- Security Officer & Transport Supervisor		

Members Absent:

1	Dr Nalini Rebello – Assoc. Prof.& HOD - Civil	2	Ms Bharathi Rao – Asst Professor- EEE
3	Dr Vincent Crasta- Professor & HOD - Physics	4	Dr Ramananda H S- Professor & HOD - Maths
5	Dr B Radheshyam- Professor-Civil	6	Dr K Jyothi – Professor & HOD- Chemistry
7	Dr Binu K G- Associate Professor – ME	8	Mr Sidda Gouda Bhajantri- Police Inspector – Mangaluru Rural Police Station

Dr Rio D'Souza welcomed the members of the Anti-Ragging review committee for the meeting, and requested Mr John Paul Vas to put forward the agenda

Mr John Paul vas shared the contents of recent circular regarding regulations on curbing the menace of ragging in colleges under VTU. Under the regulations responsibilities of Educational institutions before and after the admission were discussed.

Fr Rohith D'costa informed the members that college calendar for the current academic year is already distributed.

Mr Ashwin Shetty informed that list of Anti Ragging flying squad as well as Review members are displayed in First year and hostel Notice Boards for the information of the students and presented during Induction programme.

ST JOSEPH ENGINEERING COLLEGE
ANTI RAGGING COMMITTEE 2018-2019

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13	Dr Jagadeesha B – Asst Professor- Mathematics	14	Mr Orville Sutari – Asst Prof- ME
15	Dr Shreeranga Bhat- Associate Professor – ME	16	Mr Francis D'Costa- Warden Boys Hostel
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23	Mr Rajendran K V- Security Officer & Transport Supervisor		

Members Absent:

1	Dr Nalini Rebello – Assoc. Prof.& HOD - Civil	2	Ms Bharathi Rao – Asst Professor- EEE
3	Dr Vincent Crasta- Professor & HOD - Physics	4	Dr Ramananda H S- Professor & HOD - Maths
5	Dr B Radheshyam- Professor-Civil	6	Dr K Jyothi – Professor & HOD- Chemistry
7	Dr Binu K G- Associate Professor – ME	8	Mr Sidda Gouda Bhajantri- Police Inspector – Mangaluru Rural Police Station

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Mr Ashwin Shetty informed that list of Anti Ragging flying squad as well as Review members are displayed in First year and hostel Notice Boards for the information of the students and presented during Induction programme.

Dr Rio D'Souza instructed to the Anti Ragging coordinators to prepare a letter and send the parents of the students who are completing the first year. He also instructed to complete filling up the online Anti Ragging undertakings as early as possible.

Director Rev. Fr Wilfred P. D'souza suggested to include the parent members in the review committee.

Dr Rio D'Souza advised the Anti Ragging coordinators to prepare google forms to conduct survey amongst freshers which is the requirement of VTU Regulations and also to prepare Anti ragging wall posters.

Mr Rajendran K V mentioned that students are gathering near the amenity block in late evening and Dr Rio D'souza told that issue will be resolved at the earliest.

Regarding anti-ragging flying squad, Dr Rio D'Souza instructed to continue monitoring the students in campus as well as in hostels.

Dr Rio D'Souza thanked the members for attending and ended the meeting at 4:00pm.



Mr Ashwin Shetty & Mr John Paul Vas

Coorinators-Anti Ragging Committee

Copy to: Director/Assistant Director/ Principal/HRM/Dean - SW, MBA/HODs – CSE, ECE, EEE, ME, Civil, MCA, Mathermatics, Physics, Chemistry/Anti-Ragging Review Committee members/ Hostel Wardens (Boys and Girls)/Security Officer/Police Office/File



St. Joseph Engineering College Vamanjoor, Mangalore- 575028

Grievance Redressal Committee 2018-19

Date: 20-08-2018

Minutes of the meeting

Minutes of the Grievance Redressal Committee held on 20 August, 2018 at 1:40 pm in Digital Electronics Lab , 2nd floor ,Academic Block 1

Members Present:

1. Ms Avila Priya Pinto - Co-ordinator, Asst Professor, ECE
2. Ms Prajwal Dsouza - Associate Professor, ECE
3. Ms Pramila Dsouza - Asst Professor, Chemistry
4. Ms Acharya Chitrlekha J - Asst Professor, MBA
5. Ms Divya Pai - Asst Professor, E&E
6. Ms Ivy Savia Dantis - Asst Professor, Civil

Members Not Present:

1. Ms Sunitha Guruprasad - Asst Professor, CSE
2. Mr Sampath Kumar - Asst Professor, ME
3. Mr Gururaja S - Asst Professor, MCA

The Coordinator welcomed the members to the meeting. The following points were discussed.

- The Coordinator briefed the members about the nature of grievances that are considered for redressal. The committee will address the grievance of staff and students relating to academic matters and extra-curricular activities. The committee will not look into the matters relating to service amenities/utilities/facilities provided or desired to be provided.
- The grievances will be entertained from individuals who have exhausted all possible avenues for solution to their problem through normal channels. The grievance redressal mechanism is the last measure which is not to be invoked except in very difficult situation.

- The co-ordinator explained the roles and responsibilities of the members. It was decided to send a circular regarding the Grievance Redressal Committee and its members to all the departments to be displayed on the notice boards, to create awareness among the students.
- The members were informed about the Grievance register book, maintained by the co-ordinator, for students to register their grievances in the book.
- The Co-ordinator informed the members about AICTE requirement with reference to the circular dated 20th February 2017, of establishing a mechanism in every affiliated technical institutions of online registration as well as disposal of grievances of students/faculty. It was decided that the action will be taken after the discussion of the issue in DDM.
- It was decided that the next meeting of the committee would be held if a grievance complaint has been received.

The meeting concluded with the co-ordinator thanking the members for attending the meeting.

APD
24/8/16

Ms Avila P Pinto

Co-ordinator-Grievance Redressal Committee

Copy to : Director/Asst Director / Principal / Members/ File

Members

1. Ms Prajwal Dsouza - Associate Professor, ECE
2. Ms Pramila Dsouza - Asst Professor, Chemistry
3. Ms Acharya Chitralkha J - Asst Professor, MBA
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